## Important Information Regarding the Personal Information Summary Page

To view your Personal Information you will need to log into your Employee Self Service Account. This step-by-step guide will help you navigate to view your Personal Information.



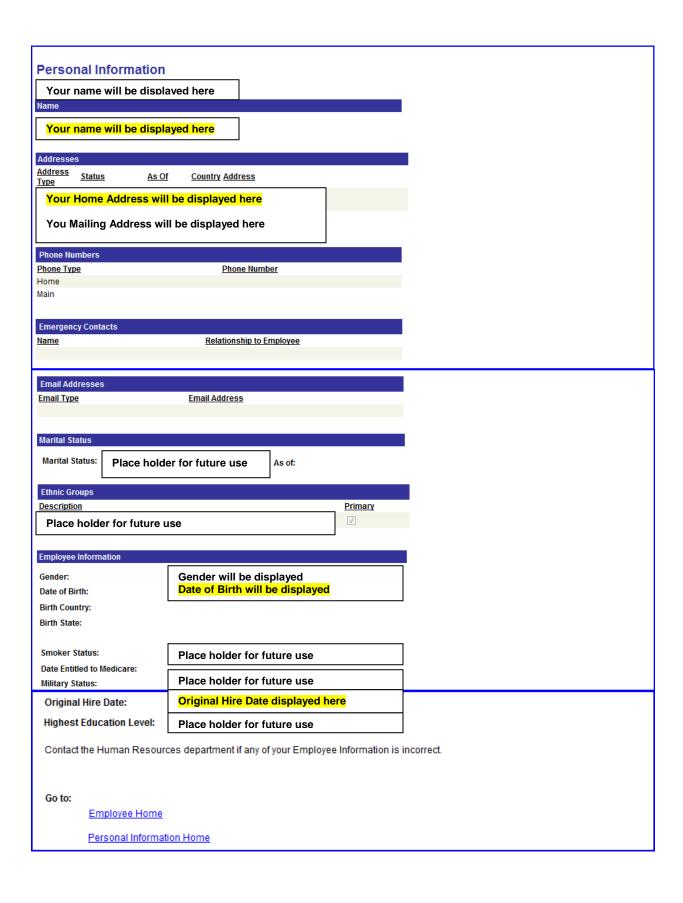
When you click the Sign In button you will be taken to the main page within your Employee Self Service Account. Click on the left-hand menu for Employee Self Service and then Employee Home to display the screen below.



When you click the link Personal Information Home you will be taken to the Personal Information Home page



Click the blue Personal Information Summary link to see your Personal Information



Currently the following fields are maintained on the Personal Information Summary page.

Name Home Address Date of Birth Original Hire Date

If your name, home address or your date of birth need to be updated please notify the Department of Finance and Management Payroll Division in writing of the changes that need to be made.

The Payroll Division can be reached by calling (802) 828-2314 or by sending email to vision-payroll@state.vt.us

If you believe your Original Hire Date is incorrect please contact your Human Resources Administrator. The Original Hire Date is not related to your Leave Accrual Rates.

If you are unsure of whom to contact, click the link below to see a listing of HR Administrators

http://www.humanresources.vermont.gov/about/state hr staff

Other information that is displayed on the page such as Mailing Address, Phone Numbers, Emergency Contact information, Email Address information, etc. are place holders for future use.